


To: The Honorable Mayor and City Council

From: Derrick Corker, Manager of Parks & Recreation 

Date: August 25, 2015

RE: Rental of the City's Showmobile – (Fee Waiver Form)- MOCA Café request

BACKGROUND

City Staff has prepared the fee schedule for the upcoming year. In preparation of this document, staff has reviewed the fees charged by neighboring municipalities for showmobile rentals. Based on the information obtained, adjustments were made in order to maintain the showmobile and provided city programs, activities, and special events.

The fees are reasonable for North Miami's residents and any non-residents from unincorporated areas of the County or neighboring municipalities that want to enjoy our magnificent showmobile.

The City rental cost of the showmobile is as followed:

- 3 hours with (2) staff members - \$620
- Each additional hour - \$110

Total cost per the request, would be \$1,390.00. This event has a total of 10 hours from set up to end time. In addition, September 7, 2015, is an observed national holiday (Labor Day).

Attachments

Resolution #R-2012-133
Fee Schedule



Rental Fee Waiver Request Form

Today's Date: 08-12-15

Facility Requested:

- | | |
|------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Sunkist Grove Community Center (Capacity 100) | <input type="checkbox"/> Griffing Community Center (capacity 75) |
| <input type="checkbox"/> Keystone Center (Capacity 45) | <input type="checkbox"/> Griffing Park |
| <input type="checkbox"/> Gwen Margolis Community Center (Capacity 200) | <input type="checkbox"/> North Miami Athletic Stadium |
| <input type="checkbox"/> Judson Community Center (Capacity 40) | <input checked="" type="checkbox"/> Showmobile |
| <input type="checkbox"/> Enchanted Forest Elaine Gordon Park | <input type="checkbox"/> Portable Bleachers |
| <input type="checkbox"/> Cagni Gymnasium (Capacity 200) | <input type="checkbox"/> Joe Celestin Center (Capacity Multi 70 / Gym 250) |

Fee Waiver Charge \$250.00 for Stadium and JCC Gym / \$100 for all other facilities.

Any Renters, who have fees waived, full or partial, are still required to fill out a rental contract and pay the security deposit designated for the specific facility.

Requesting Party: MOCA CAFE Date Requested: 09-08-15
Time of Event: Begin 6 am/pm End: 10 am/pm Set up Time: 12 am/pm 3 am/pm
Address: 738 NE 125 City: North Miami Zip: 33161
Home Phone: () - Work Phone: (305) 899-2699 Cell Number: (786) 541-6545
Is the Organization in or does it serve the City of North Miami: ☒ Yes ☐ No
Background: Moca Cafe is located in NM since 2008

For Parks and Recreation Use Only

Current Rental Fees:	\$ <u>620.00</u>	Equipment:	\$ _____
Cost:	\$ _____	Overhead and Administration:	\$ _____
Labor:	\$ <u>440.00</u>	Contractual/Other Reimbursement:	\$ _____
Recommendations:	<u>per City Manager approval</u>		

Please check for availability first

Date Available? ☒ Yes ☐ No Name of staff confirming availability: Christine Carney
Christine Carney 8/13/15 ☒ Approved ☐ Not Approved
Recreation Supervisor Date
[Signature] 8/17/15 ☒ Approved ☐ Not Approved
Parks and Recreation Manager Date

For City Manager's Office Use Only

Date Waiver Approved: ____/____/____ Approved By: _____
Full Waiver Approved: ____ Yes ____ No Partial Waiver Approved: ____ Yes ____ No
If partial waiver, amount waived \$ _____ amount to be paid \$ _____
City of North Miami contact person:
Name: _____ ext. _____ E-mail address: _____

PLEASE RETURN FORM TO PARKS AND RECREATION DEPARTMENT

12300 NE 8 Avenue, North Miami, FL 33161
(305) 895-9840



For office use only

☐ Permit issued: # _____

Staff initials _____

COMMUNITY EVENT APPLICATION

Please return the completed application
and detailed description of the event

on your organizations letterhead and site map to:
NORTH MIAMI PARKS AND RECREATION DEPARTMENT
12300 NE 8 AVENUE, NORTH MIAMI, FL 33161
ATTN: SPECIAL EVENTS DIVISION

Please fill out this application completely.

Are you requesting a fee waiver for City facilities
and services? ☒ Yes ☐ No

Forms Required Checklist

1. ☐ Completed Application
2. ☐ Proof of Organization Identification - from the State of Florida
3. ☐ Detailed Description of Event (1 page)
ON BUSINESS/ORGANIZATION LETTERHEAD.
4. ☐ Proof of Insurance or quote for special event insurance.
5. ☐ Layout map - must be computerized (not handwritten)
6. ☐ Tent Permit (required for any tents larger than 10 x 10)
application in the Building & Zoning Dept.
7. ☐ Map of cross streets and road closures.
8. ☐ Proof of liquor license (if serving alcohol) -
this requires city council approval
9. ☐ Proof of Worker's Compensation
(for organizations with 4 or more employees)

Event Name: First ANNUAL Labor Day Cook out

1. Requested Location: MOCA & Police Parking Lot

Alternate Location (if requested location is not available): _____

2. Date: 09-07-15 Rain-Out or Alternate Date (If date requested is not available): _____

If more than one (1) day please specify: Day 1: _____ Day 2: _____

3. Actual Event Start Time: Begin: 6 PM End: 10 PM

4. Set-up Date: 12 PM Set-up Time: 3 PM

5. Breakdown Date: 09-07-15 Breakdown Completion Time: 11 PM

6. Estimated amount of people attending: 200-250

7. Type of Event: check all that apply

☐ Award Show

☒ Community Event

☐ Concert / Performance

☐ Fair / Carnival

☐ Festival

☐ Fund-Raiser

☐ Parade

☐ Political

☐ Religious

☐ Sporting Event

☐ Other _____

Please also provide a detailed description of your event ON YOUR ORGANIZATIONS LETTERHEAD.

8. Number of times this event has taken place in the City of North Miami: _____

9. Was this event presented in other cities? ☐ Yes ☒ No

• If yes, what cities: _____

10. References:

Name: Andre Pierre Phone: 305-431-2663 Email: _____

Name: Sanborn Saintilmy Phone: 786-426-7810 Email: tropical0927@yahoo.com

EVENT

What type is your organization: Please check all that apply.

☒ For Profit ☐ Non Profit ☐ Governmental ☐ Neighborhood Association ☐ Other: _____

Name: MOCA CAFE North Miami Corp

Address: 738 NE 125 ST

City: North Miami State: FL Zip: 33161

Phone: 305-899-2699 Fax: _____ E-Mail: _____

Contact persons name: JEAN M CERENORD

Phone: 786-541-6545 Cell: _____ E-Mail: JeanCerenord@gmail.com

Alternate contact person: _____

Phone: _____ Cell: _____ E-Mail: _____

Please provide the City of North Miami with a copy of one of these identifications:

☒ Valid Florida Drivers License ☐ 501(c)(3) ☐ Business Identity.

11. Will you require road closure? ☐ Yes ☒ No

If yes, please describe what streets you want closed and the closing and opening dates / times.

• _____ Street (s) from: _____ to: _____

Closure date: _____ Time: _____

• Opening date: _____ Time: _____

12. Approximate number of vehicles anticipated: 75

A computerized map attached showing cross streets and location of proposed venue; along with staging set up and full logistical set-up must be included in your packet.

County roads require a permit from Miami-Dade County (305-375-2030). The Florida State Department of Transportation (FDOT) requires that event organizers obtain a permit for the closure of all state roads. This permit must be filed with FDOT thirty (30) days prior to the event date. Please contact call 305-654-7163 to obtain the application for closing or use of state roads. The applicant may be required to contact residents or businesses along the closure route and have them sign a petition. Local roads will be closed with City Manager approval (Ord. 17-20).

13. Will you be securing your event with fencing? ☐ Yes ☒ No

14. Will you need trash removal? ☐ Yes ☒ No

• If yes, how many dumpsters? _____ How many pick ups? _____

Note: Hiring of City services for trash removal is required.

15. Are you requesting use of the City's Showmobile? ☒ Yes ☐ No

Use of Showmobile will require a non-waivable fee to cover cost of set up and breakdown. This fee cannot be waived.

16. Will you require temporary electrical work? ☒ Yes ☐ No

• If yes, please provide electricians name: _____

• Business Name: _____ Phone: _____

(Note: The electrician you hire needs to apply for a permit through the City of North Miami.)

17. Will you be erecting the any of the following?

	Yes	No	How Many	Size / Dimension
Tent	<input checked="" type="radio"/>	<input type="radio"/>	<u>1</u>	<u>10x10</u>
Ticket Booth	<input type="radio"/>	<input checked="" type="radio"/>		
Staging	<input checked="" type="radio"/>	<input type="radio"/>	<u>1</u>	<u>Showmobile</u>
Dance Floor	<input type="radio"/>	<input checked="" type="radio"/>		
Other Temporary Structure	<input type="radio"/>	<input checked="" type="radio"/>		

Note: Tent permits are required for tents larger than 10' x 10'.

(Please include these items on your site map and provide the City a detailed floor plan for the event.)

18. Will your event include any of the following?

- ☐ Fireworks ☐ Games for children ☐ Mechanical / Amusement Rides

- If yes, please provide a detailed description: _____

- Company Name: _____

- Insurance Carrier: _____

Agents Name: _____ Phone: _____

Note: All amusement rides must be approved by the state. All carnival, amusement or carnival type events shall provide the required insurance policy or policies as stipulates by the City of North Miami and must get proper permits from the City's Building and Zoning department.

19. Will music be played? ☒ Yes ☐ No If yes, what type?

Name of Sound Company: Electro Sound

Address: _____ Phone: 305-331-1065

(Foul language, offensive materials, strippers, erotic dancers or lewd or lascivious behavior is PROHIBITED.)

20. List the beverages to be served: _____

(Note: Beverages must be dispensed in soft containers. No glass containers or cans allowed.)

21. Will alcohol be served? ☐ Yes ☒ No

If yes, what type: _____

Sale and/or distribution of alcoholic beverages including beer and wine must be approved by the City Council. Upon approval, the organization must apply for a temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute 561.42. Contact the County office at 305.470.6783 for instructions on obtaining this License.

22. Will Food be served? Yes ☒ No ☐ If yes, what type? Poultry, Pork, Beef

Please note: Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Department of Business and Professional Regulation (Form DBPR HR-7029, Division of Hotels and Restaurant Application for Temporary Event Vendor License). Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable standards. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.

CONCESSIONAIRE RIGHTS: Licensee shall have exclusive concessionaire rights within the permitted area.

23. You are required to hire City of North Miami police for your event.

The police Department determines how to staff the event with off-duty officers for crowd, traffic or other public safety concerns. The police department will inform you of the number of officers needed. Staffing is larger for events that serve alcohol and/or close roadways. Any event at a City facility that runs after 11:00 p.m. will require police. PLEASE CALL 305-891-0294 for more information on off-duty officers.

24. You may be required to hire EMS to be on-site at your event.

The City of North Miami Special Events Supervisor will advise you accordingly.

Prior to the commencement of any event, the City of North Miami requires organizers of the special event to provide the City with a valid certificate of insurance showing:

General Liability Insurance: \$1,000,000 minimum combined single limit for bodily injury and property damage.

Liquor Liability Insurance: \$1,000,000 minimum limit, if alcoholic beverages are being served or sold at the event.

Workers' Compensation Statutory coverage.

Employers' Liability: \$500,000 / accident / disease / policy limit.

Proof of workers' compensation coverage is required from employers with four (4) or more employees.

- All Certificates of Insurance shall include a description of the special event, event location and event date(s).
- All liability policies shall be issued by an "A" rated or better insurance carrier, endorsed by A & M Best and authorized to transact business in the State of Florida.
- **The City of North Miami must be named additional insured on all liability policies.**
- The issuing insurer shall endeavor to notify the City of any policy cancellation by mailing 10 days written notice to the City prior to issuance of a cancellation notice.
- All special event organizers shall indemnify and save the City harmless from any and all claims, suits, actions, damages or causes of action arising as a result of the special event.

Sign here to verify you have read the entire event application and conditions.

JEAN M CERENORD

Print Name

[Signature]

Signature

08-12-15

Date

revised 9/12/13 aar

PLEASE NOTE
Forms 1 - 4 are mandatory upon
submission of application.
Please also provide a detailed description of
your event ON YOUR ORGANIZATIONS
LETTERHEAD.

Moca CAFE ANNUAL Labor DAY Cook out Sept 7, 2015

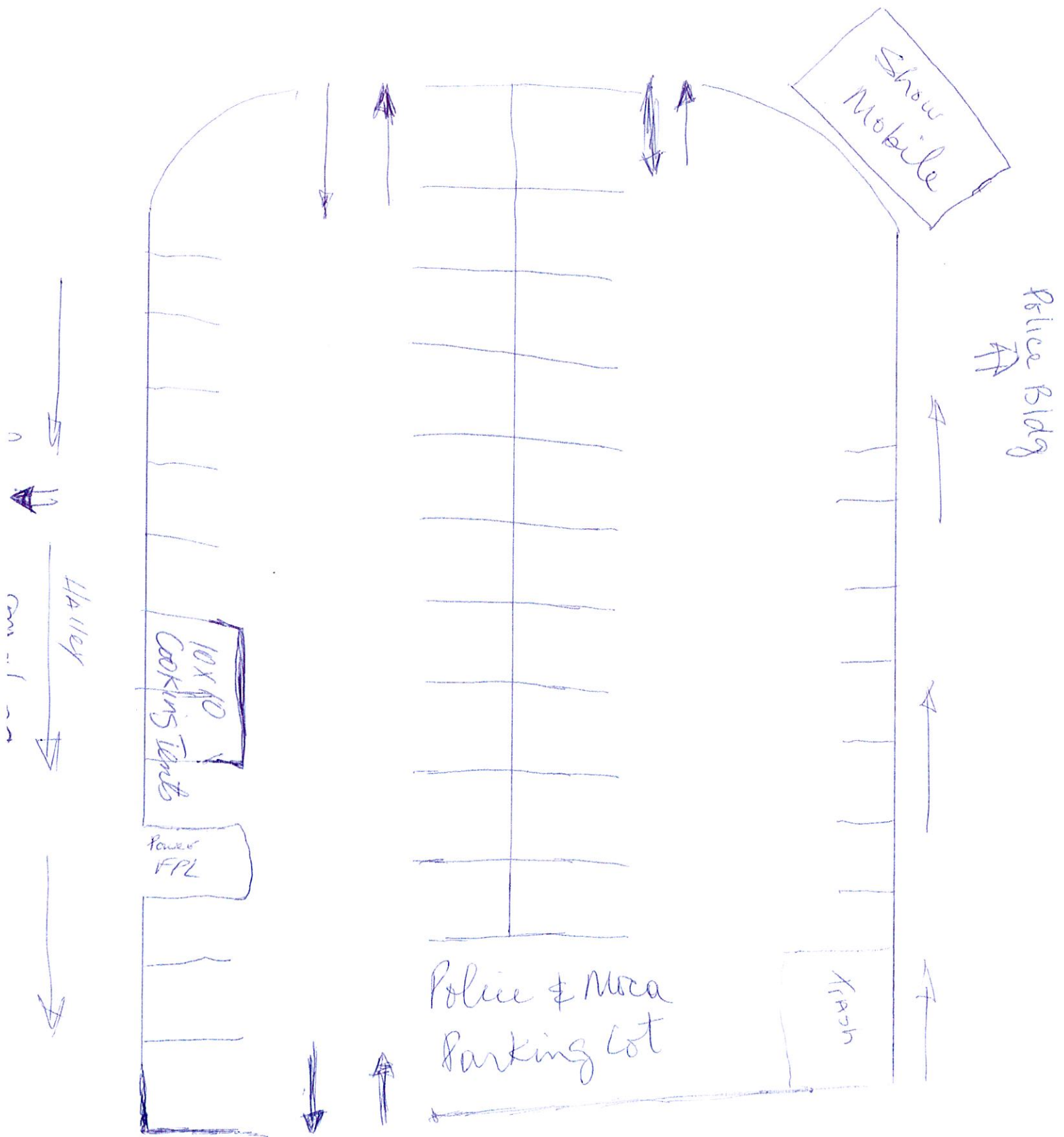


EXHIBIT D

Fee Waiver Guidelines for Use of the City Showmobile

Fees charged for the use of the Showmobile may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

1) Intergovernmental Cooperation

- ☐ Fees may be waived for the Showmobile when the applicant is another government agency or department and the use is for official business and related to the performance of its normal functions; and
- ☐ The Showmobile may be used by an adjoining and contiguous municipality provided the use is for a city event/activity.

2) Department Sponsored Program

Fees may be waived for the Showmobile when the activity is sponsored by the Parks & Recreation Department. The City Manager may choose to waive the fee if it is determined that the following criteria are met:

- ☐ The co-sponsoring organization is a currently active, valid non-profit or community service organization;
- ☐ Appropriate recognition as co-sponsor of the activity is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the activity.

3) Non-Profit and For Profit Organizations

The City Manager may waive the Showmobile fees for a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:

- ☐ The organization is a currently active, valid, non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
- ☐ The activity/event is of significant value to the community or its residents;
- ☐ The organization is in compliance with the City's non-discrimination policy;
- ☐ The City Manager determines that the proposed event will have no significant impacts on the facilities or departmental activities, that the organization will provide volunteer services and/or materials to mitigate any impacts created by the event or that the impacts that are created are adequately offset by the public benefit provided by the event; and
- ☐ If a fee is charged at the activity/event, the City Manager will determine if proceeds will be paid to the City to offset department costs.

EXHIBIT D (cont'd.)

For all uses, the following standards will apply:

- ☐ The organization/business/individual requesting the waiver shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;
- ☐ A certificate of insurance or statement of self-insurance identifying the City as an additional insured (depending on the scope and intensity of the proposed event);
- ☐ An indemnification and hold harmless agreement waiving liability of the City;
- ☐ Scheduling and use of facilities and events are subject to availability of requested facilities;
- ☐ Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- ☐ Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- ☐ The organization/business/individual requesting the waiver shall not be affiliated with any political party or action committee and the event will not be used to support any candidate or political issue;
- ☐ The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager;
- ☐ Except as provided above, use of the Showmobile is restricted to City of North Miami city limits unless approved by City Council;
- ☐ Only trained City personnel will be allowed to transport and operate the Showmobile; and
- ☐ The City Manager may, at his/her discretion, place conditions on use of the Showmobile to minimize the financial impact to the City.

Security Deposit

The City Manager may require a refundable security deposit, even for uses which fees have been waived.

Appeals

All decisions of the City Manager may be appealed to the City Council for review. The City Manager may, at his/her discretion, bring any request to City Council for review and a decision.

This is to certify that _____ has satisfied all requirements as stated in the Fee Waiver Guidelines for Use of the City Showmobile and in accordance with North Miami Resolution R-2012-133.

Aleem A. Ghany, City Manager

Date

Adopted October 23, 2012

RESOLUTION NO. R-2012-133

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, REVISING UNIFORM PROCEDURES AND GUIDELINES FOR AWARD OF GRANTS, DONATIONS AND/OR PURCHASING TICKETS, USE OF CITY EQUIPMENT AND SERVICES, USE OF CITY OWNED FACILITIES, AND USE OF THE CITY SHOWMOBILE; PROVIDING FOR AN EFFECTIVE DATE AND ALL OTHER PURPOSES.

WHEREAS, the Mayor and City Council adopted Resolution 86-9, revising the rules governing the use of the Showmobile; and

WHEREAS, the Mayor and City Council adopted Resolution No. 99-40, adopting procedures and guidelines for the award of grants or fee waivers regarding unbudgeted funds; and

WHEREAS, the Mayor and City Council adopted Resolution No. 2003-2, adopting procedures and guidelines for the use of the City's community centers, and subsequently amended the Resolution by adopting Resolution No. 2003-6; and

WHEREAS, the Mayor and City Council adopted Resolution No. 2010-33, adopting procedures and guidelines for the award of grants or fee waivers, use of City owned facilities including the Showmobile; and

WHEREAS, since the passage of Resolution 2010-33, questions arose regarding the application of the guidelines and the use of City resources that were not clearly addressed in the resolution; and

WHEREAS, the City administration is recommending the adoption of the revised procedures and guidelines for award of grants, donations and/or purchasing tickets, use of City equipment and services, use of City owned facilities and services, and use of the city showmobile in four (4) distinct sections as follows:

- Awarding Grants, Donations and/or Purchasing Tickets (Exhibit "A")
- Use of City Equipment and Services (Exhibit "B")
- Use of City Facilities (Exhibit "C")
- Use of City Showmobile (Exhibit "D")

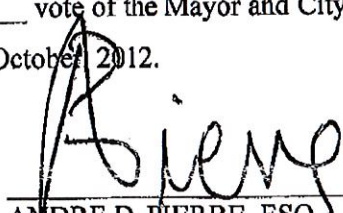
NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Recitals. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 1. Adoption of procedures and guidelines. The Mayor and City Council of the City of North Miami, Florida, hereby adopt the revised uniform procedures and guidelines for the award of grants, donations and/or purchasing tickets, use of City equipment and services, use of City owned facilities, and use of the City showmobile in substantially the attached form. A copy of said uniform procedures and guidelines is attached hereto as "Exhibits A through D".


Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a 4-1 vote of the Mayor and City Council of the City of North Miami, Florida, this 23 day of October 2012.



ANDRE D. PIERRE, ESQ.
MAYOR

ATTEST.



MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



REGINE M. MONESTIME
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Councilman Blynn

Seconded by: Councilman Marcellus

Vote:

Mayor Andre D. Pierre, Esq.	<u> x </u>	(Yes)	<u> </u>	(No)
Vice Mayor Marie Erlande Steril	<u> x </u>	(Yes)	<u> </u>	(No)
Councilperson Michael R. Blynn, Esq.	<u> x </u>	(Yes)	<u> </u>	(No)
Councilperson Scott Galvin	<u> </u>	(Yes)	<u> x </u>	(No)
Councilperson Jean R. Marcellus	<u> x </u>	(Yes)	<u> </u>	(No)

EXHIBIT A

Guidelines for Awarding Grants, Donations and/or Purchasing Tickets

The City of North Miami recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services, the following guidelines have been established.

The City Manager or his/her designee may award a grant, make a donation or purchase tables or tickets to an event if the applicant makes the request in writing and the appropriate criteria under one of the following categories are met.

- 1) Intergovernmental Cooperation
 - a) Tickets or tables may be purchased for events when the applicant is another government agency and the event is related to municipal or governmental affairs.
- 2) Department Sponsored Program
 - a) An award may be made to an applicant for events and programs that are sponsored by the Parks & Recreation Department. The City Manager may choose to sponsor an event or program if he/she determines that all of the following criteria are met:
 - i) The co-sponsoring organization is a valid non-profit or community service organization;
 - ii) Appropriate recognition as co-sponsor of the event is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the event; and
- 3) Non-Profit Organizations
 - a) The City Manager may make an award to a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:
 - i) The organization is a currently active, valid non-profit or community service organization in good standing with the Florida Department of State Division of Corporations;
 - ii) The event is of significant value to the community or its residents;
 - iii) The organization is in compliance with the City's non-discrimination policy; and

For all awards, the following standards will apply:

- a) The organization/business/individual requesting the award shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;
- b) A request for an amount in excess of \$1000.00 shall go to the City Council for action;
- c) Scheduling and use of facilities and events are subject to availability of requested facilities;
- d) Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- e) Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- f) The organization/business/individual requesting the waiver shall not be affiliated with any political party or action committee and the event will not be used to support any candidate or political issue;
- g) The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager; and
- h) The City Manager may, at his/her discretion, place conditions on the award to minimize costs to the City.

Appeals

All decisions of the City Manager may be appealed to the City Council for review. The City Manager may, at his/her discretion, bring any request to City Council for review and a decision.

EXHIBIT B

Fee Waiver Guidelines for Use of City Equipment and Services

The City of North Miami recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, the following guidelines have been established for determining when fees may be waived.

Fees charged for the use of City equipment and/or staff may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

- 1) Intergovernmental Cooperation
 - a) Fees may be waived for equipment and/or staff when the applicant is another government agency or department and the use is for official business and related to the performance of its normal functions.
- 2) Department Sponsored Program
 - a) Fees may be waived for equipment and/or staff when the Parks & Recreation Department is a sponsor. The City Manager may choose to waive the fee for equipment and/or staff if he/she determines that the following criteria are met:
 - i) The co-sponsoring organization is a valid non-profit or community service organization;
 - ii) Appropriate recognition as co-sponsor of the activity is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the activity.
- 3) Non-Profit and For Profit Organizations
 - a) The City Manager may waive equipment and/or staff fees for a non-profit agency or community service organization if he/she determines that all of the following criteria are met:
 - i) The organization is a currently active, valid non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
 - ii) The activity is of significant value to the community or its residents;
 - iii) The organization is in compliance with the City's non-discrimination policy;
 - iv) The City Manager determines that the proposed activity will have no significant impact on departmental activities, the organization will provide volunteer services and/or materials to mitigate any financial impacts created by the activity or the impacts that are created will be adequately offset by the public benefit provided; and
 - v) If a fee is charged at the activity, the City Manager will determine if proceeds will be paid to the City to offset department costs.

For all uses, the following standards will apply:

- a) The organization/business/individual requesting the waiver shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;
- b) A certificate of insurance or statement of self-insurance identifying the City as an additional insured (depending on the scope and intensity of the proposed event);
- c) An indemnification and hold harmless agreement waiving liability of the City;
- d) Scheduling and use of facilities and events are subject to availability of requested facilities;
- e) Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- f) Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;

EXHIBIT C

Fee Waiver Guidelines for Use of City Facilities

The City of North Miami recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, the following guidelines have been established for determining when fees may be waived.

Fees charged for the use of City facilities or for a special event held on or impacting public right-of-way may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

- 1) Intergovernmental Cooperation
 - a) Fees may be waived for events or uses when the applicant is another government agency or department and the use is for official business and related to the performance of its normal functions.
- 2) Department Sponsored Program
 - a) Fees may be waived for events and programs that are sponsored by the Parks & Recreation Department. The City Manager may choose to sponsor an event or program if the following criteria are met:
 - i) The co-sponsoring organization is a valid non-profit or community service organization;
 - ii) Appropriate recognition as co-sponsor of the event is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the event.
- 3) Non-Profit and For Profit Organizations
 - a) The City Manager may waive fees for a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:
 - i) The organization is a currently active, valid non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
 - ii) The activity/event is of significant value to the community or its residents;
 - iii) The organization is in compliance with the City's non-discrimination policy;
 - iv) The City Manager determines that the proposed event will have no significant impacts on the facilities or departmental activities, that the organization will provide volunteer services and/or materials to mitigate any impacts created by the event or that the impacts that are created are adequately offset by the public benefit provided by the event; and
 - v) If a fee is charged at the activity/event, the City Manager will determine if proceeds will be paid to the City to offset department costs.

For all uses, the following standards will apply:

- a) The organization/business/individual requesting the waiver shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;
- b) A certificate of insurance or statement of self-insurance identifying the City as an additional insured (depending on the scope and intensity of the proposed event);
- c) An indemnification and hold harmless agreement waiving liability of the City;
- d) Scheduling and use of facilities and events are subject to availability of requested facilities;
- e) Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- f) Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;

EXHIBIT D

Fee Waiver Guidelines for Use of the City Showmobile

The City of North Miami recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, the following guidelines have been established for determining when fees may be waived.

Fees charged for the use of the Showmobile may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

- 1) Intergovernmental Cooperation
 - a) Fees may be waived for the Showmobile when the applicant is another government agency or department and the use is for official business and related to the performance of its normal functions; and
 - b) The Showmobile may be used by an adjoining and contiguous municipality provided the use is for a city event/activity.
- 2) Department Sponsored Program
 - a) Fees may be waived for the Showmobile when the activity is sponsored by the Parks & Recreation Department. The City Manager may choose to waive the fee if it is determined that the following criteria are met:
 - i) The co-sponsoring organization is a currently active, valid non-profit or community service organization;
 - ii) Appropriate recognition as co-sponsor of the activity is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the activity.
- 1) Non-Profit and For Profit Organizations
 - a) The City Manager may waive the Showmobile fees for a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:
 - i) The organization is a currently active, valid, non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
 - ii) The activity/event is of significant value to the community or its residents;
 - iii) The organization is in compliance with the City's non-discrimination policy;
 - iv) The City Manager determines that the proposed event will have no significant impacts on the facilities or departmental activities, that the organization will provide volunteer services and/or materials to mitigate any impacts created by the event or that the impacts that are created are adequately offset by the public benefit provided by the event; and
 - v) If a fee is charged at the activity/event, the City Manager will determine if proceeds will be paid to the City to offset department costs.

For all uses, the following standards will apply:

- a) The organization/business/individual requesting the waiver shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;
- b) A certificate of insurance or statement of self-insurance identifying the City as an additional insured (depending on the scope and intensity of the proposed event);
- c) An indemnification and hold harmless agreement waiving liability of the City;
- d) Scheduling and use of facilities and events are subject to availability of requested facilities;

EXHIBIT D

- e) Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- f) Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- g) The organization/business/individual requesting the waiver shall not be affiliated with any political party or action committee and the event will not be used to support any candidate or political issue;
- h) The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager;
- i) Except as provided above, use of the Showmobile is restricted to City of North Miami city limits unless approved by City Council;
- j) Only trained City personnel will be allowed to transport and operate the Showmobile; and
- k) The City Manager may, at his/her discretion, place conditions on use of the Showmobile to minimize the financial impact to the City.

Security Deposit

The City Manager may require a refundable security deposit, even for uses which fees have been waived.

Appeals

All decisions of the City Manager may be appealed to the City Council for review. The City Manager may, at his/her discretion, bring any request to City Council for review and a decision.

**CITY OF NORTH MIAMI PARKS AND RECREATION DEPARTMENT
PROPOSED 2014 RECREATION PROGRAMS AND RENTAL FEES**

ATHLETICS

	<u>2014</u>	<u>2015</u>
Youth Athletic Programs	R \$60 NR \$80	R \$70 NR \$90
Uniform Fee	R/NR \$30	R/NR \$30
Pee-Wee Sports	R \$40 NR \$60	R \$50 NR \$70
SAC Program	R \$40 NR \$60	R \$50 NR \$70
Adult Basketball - Team	\$450/season	\$470/season
Adult Flag Football - Team	\$450/season	\$470/season
Adult Volleyball - Team	\$450/season	\$470/season
Adult Soccer - Team	\$350/season	\$370/season
Unifor Deposit	\$50/season	\$70/season

SPECIAL PROGRAMS

Exercise Classes	\$ 5 per class or \$40 for 10 classes	\$ 5 per class or \$40 for 10 classes
Guest pass (first class)	\$ 3 for class	\$ 3 for class
Ballet (8 weeks)	R \$60 NR \$80	R \$70 NR \$90
Leisure Adult Trips (members only)	\$3 + Program cost	\$3 + Program cost
Griffing Adult Center and Judson Community Center Memberships	R N/A NR \$20/year	R N/A NR \$20/year
After School Program (weekly)	R \$20 NR \$25	R \$20 NR \$25
Bus Transportation (weekly)	\$5	\$5

CAMPS

Enchanted Forest (2 week sessions, includes field trips)	R \$160 NR \$200	R \$170 NR \$210
Discovery Performing Arts Camp (2 week sessions, includes field trips)	R \$140 NR \$180	R \$150 NR \$190
Sports Camp (2 week sessions, includes field trips)	R \$180 NR \$220	R \$190 NR \$230
Holiday Camp (1 week session, includes field trips)	R \$ 80 NR \$ 100	R \$ 90 NR \$ 110
Spring Sports Camp (1 week session, includes field trips)	R \$ 70 NR \$ 90	R \$ 80 NR \$ 100
Big Outdoor Camp (half day) (1 week session, includes field trips)	R \$ 50 NR \$ 60	R \$ 60 NR \$ 70

**CITY OF NORTH MIAMI PARKS AND RECREATION DEPARTMENT
PROPOSED 2014 RECREATION PROGRAMS AND RENTAL FEES**

ATHLETICS

	<u>2014</u>	<u>2015</u>
Kids Fun Days (TPDs and school holidays) (includes field trips)	R \$ 5 NR \$ 10	R \$ 5 NR \$ 10
Extended Hours Camp fees (Weekly)	R/NR \$ 15	R/NR \$ 15

POOLS

Daily Admission

2 years & under	Free	Free
3 years & older	\$3.00	\$3.00

Annual Pass - Residents Only

2 years old & under	N/A	N/A
3 years old & over	R \$60 NR \$100	R \$60 NR \$100
Senior (65 and over)	R \$40 NR \$ 60	R \$40 NR \$ 60
Family (4)	R \$150 + \$25 each add. NR \$200 + \$25 each add.	R \$150 + \$25 each add. NR \$200 + \$25 each add.

Youth Swim Lessons
(8 classes)

R \$30/session	R \$40/session
NR \$50/session	NR \$60/session

Adult Swim Lessons

R \$4/class	R \$4/class
NR \$5/class	NR \$5/class

Lifeguard Training Class

R/NR \$250/session	R/NR \$260/session
N/A	N/A

TENNIS

Penny Sugarman Tennis Center

Annual Pass

17 years old and under	R \$ 80 NR \$140	R \$ 90 NR \$150
18 years old and over	R \$140 NR \$240	R \$150 NR \$250
Family (4)	R \$320 NR \$550	R \$340 NR \$570

Hourly Rate

<u>DAY</u>	<u>EVENING</u>	<u>DAY</u>	<u>EVENING</u>
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**CITY OF NORTH MIAMI PARKS AND RECREATION DEPARTMENT
PROPOSED 2014 RECREATION PROGRAMS AND RENTAL FEES**

ATHLETICS

	<u>2014</u>	<u>2015</u>
Monday - Friday	\$150/rental	\$160/rental
Sat - Sun - Holidays	\$200/rental	\$220/rental
Security Deposit	\$50	\$50
Additional if over 50 users	\$40	\$50

RENTALS (Cont'd)

Gwen Margolis Community Center

Monday - Wednesday (4 hour time blocks)	R \$250 NR \$300	R \$260 NR \$320
Monday - Wednesday (8 hour time blocks)	R \$400 NR \$500	R \$420 NR \$520
2 hour decoration block	\$50	\$50
Thursday and Sunday - (4 hour time blocks)	R \$400 NR \$500	R \$420 NR \$520
Thursday and Sunday - (8 hour time blocks)	R \$600 NR \$750	R \$620 NR \$770
2 hour decoration block	\$50	\$50
Friday and Saturday (8 hour time blocks)	R \$800 NR \$1,000	R \$820 NR \$1,020
2 hour decoration block	\$50	\$50
Movie commissary fee (Monday - Thursday) 11:00 am - 2:00 pm	\$250/time block plus cost of attendant	\$260/time block plus cost of attendant
Security Deposit - All GMCC Rentals	\$300	\$300
Additional Hours - All GMCC Rentals	R/NR \$ 80/hour	R/NR \$ 90/hour
GMCC Fee Waiver Charge	\$200/day	\$210/day
<u>Showmobile</u> (3 hours w/ 2 employees)	\$600/event	\$620/event
Each Additional Hour	\$100/hour	\$110/hour
Full Stage	\$40/hour	\$50/hour
PA System	\$40/hour	\$50/hour
Security Deposit	\$250	\$250

North Miami Athletic Stadium

Field - rentals and practices (2 hour minimum)	Day: \$ 75/hour Night: \$100/hour	Day: \$ 80/hour Night: \$110/hour
Track - rentals and practices (2 hour minimum)	Day: \$ 50/hour Night: \$ 75/hour	Day: \$ 60/hour Night: \$ 80/hour

Organized activities (includes field preparation,
locker rooms, concession stands, press box,
PA system, scoreboard and personnel)

Football (6 hour maximum)		
Local High Schools (NM and ATM)	\$1,000 (\$125/add hr)	\$1,000 (\$125/add hr)
Middle School or Junior Varsity	\$ 350 (\$ 75/add hr)	\$ 350 (\$ 75/add hr)
All other	\$1,200 (\$125/add hr)	\$1,200 (\$125/add hr)
Soccer (4 hour maximum)		
High School or College	\$ 300 (\$ 75/add hr)	\$ 300 (\$ 75/add hr)
All other	\$ 500 (\$100/add hr)	\$ 500 (\$100/add hr)
Track and field meet (8 hour maximum)	\$ 600 (\$100/add hr)	\$ 600 (\$100/add hr)

**CITY OF NORTH MIAMI PARKS AND RECREATION DEPARTMENT
PROPOSED 2014 RECREATION PROGRAMS AND RENTAL FEES**

ATHLETICS

	<u>2014</u>	<u>2015</u>
Special events (8 hour maximum)	\$2,000 (\$200/add hr)	\$2,000 (\$200/add hr)
Commercial film/photo shoot (2 hour minimum)		
Crew of 20 people or less	\$ 75/hour	\$ 85/hour
Crew larger than 20 people	\$ 150/hour	\$ 160/hour
Concession stand (each)	\$ 40/hour	\$ 40/hour
Cancellation fee (within 1 month of rental)	\$ 200	\$ 200
Cancellation fee (within 1 week of rental)	\$ 500	\$ 500
Security Deposit	\$ 500	\$ 500
Cleanup Deposit (Special Events)	\$ 500	\$ 500

JOE CELESTIN CENTER

Annual Membership

17 years old & under	\$ 40	\$ 50
18 years old & over	\$ 60	\$ 70
Senior (65 and over)	\$ 40	\$ 50
Family (4)	\$ 150 + \$25 each add.	\$ 160 + \$15 each add. Child
Daily Admission		\$ 5
Exercise Classes	\$ 5 per class or \$40 for 10 classes	\$ 5 per class or \$50 for 10 classes
Guest pass (first class)	\$ 3 for class	\$ 5 for class
Arts and Craft Classes	\$ 4 per class or \$30 for 10 classes	\$ 4 per class or \$30 for 10 classes
Guest pass (first class)	\$ 3 for class	\$ 3 for class
Gymnasium - Banquet (250 people maximum)	\$1,400 (8 hours)	\$1,420 (8 hours)
Additional time	\$ 150/hour	\$ 150/hour
Security deposit	\$ 500	\$ 500
Gymnasium - Athletics (300 people maximum)		
Full gymnasium (with concession)	\$ 100/hour	\$ 110/hour
Half gymnasium	\$ 60/hour	\$ 70/hour
Security deposit	\$ 500	\$ 500
Multipurpose room (2 hour minimum)		
Monday - Thursday	\$ 60/hour	\$ 70/hour
Friday - Sunday	\$ 80/hour	\$ 90/hour
Security deposit	\$ 200	\$ 200
Conference room (2 hour minimum)	\$ 30/hour	\$ 40/hour
Security deposit	\$ 100	\$ 100
Computer lab (2 hour minimum)	\$ 80/hour	\$ 90/hour
Security deposit	\$ 200	\$ 200
Game room (2 hour minimum)	\$ 50/hour	\$ 60/hour
Security deposit	\$ 200	\$ 200
Kitchen (2 hour minimum)	\$ 25/hour	\$ 30/hour
Security deposit	\$ 200	\$ 200
Main corridor (2 hour minimum) (free with gym)	\$ 40/hour	\$ 50/hour
Back patio (2 hour minimum) (free with banquet)	\$ 40/hour	\$ 50/hour

**CITY OF NORTH MIAMI PARKS AND RECREATION DEPARTMENT
PROPOSED 2014 RECREATION PROGRAMS AND RENTAL FEES**

ATHLETICS

2014

2015

RENTALS

7% State Sales Tax is included for all rentals

<u>Shelters</u> (10 am - 4 pm) (60 people maximum) (Enchanted Forest, Besade, Pepper) Security Deposit	R \$100/time block NR \$150/time block \$50	R \$110/time block NR \$160/time block \$50
<u>Keystone Center</u> (2 hour min) (40 people max) Security Deposit	R \$ 60/hour NR \$ 80/hour \$100	R \$ 70/hour NR \$ 90/hour \$100
<u>Kiwanis Center</u> (2 hour min) (40 people max) Security Deposit	R \$ 60/hour NR \$ 80/hour \$100	R \$ 70/hour NR \$ 90/hour \$100
<u>Sunkist Grove Center</u> (2 hour min)(100 people max) Security Deposit	R \$ 80/hour NR \$100/hour \$100	R \$ 90/hour NR \$110/hour \$100
<u>Griffing Center</u> (2 hour min) (75 people max) Security Deposit	R \$ 80/hour NR \$100/hour \$100	R \$ 90/hour NR \$110/hour \$100
<u>Soccer Fields</u> (2 hour minimum) Full field (one) Half field (one) Security Deposit	Day: \$ 40/hour Night: \$ 60/hour Day: \$ 25/hour Night: \$ 40/hour \$50	Day: \$ 50/hour Night: \$ 70/hour Day: \$ 30/hour Night: \$ 50/hour \$50
<u>Baseball Fields</u> (2 hour minimum) Additional time Security Deposit	Day: \$ 40/hour Night: \$ 60/hour N/A \$50	Day: \$ 50/hour Night: \$ 70/hour N/A \$50
<u>Basketball Courts</u> (2 hour minimum) Security Deposit	Day: \$ 20/hour Night: \$ 30/hour \$50	Day: \$ 30/hour Night: \$ 40/hour \$50
Pepper Park (8 hour rental) Security Deposit	\$2,000/rental \$500	\$2,000/rental \$500
Ben Franklin Park or Cagni Park (8 hour rental) Security Deposit	\$1,600/rental \$500	\$1,600/rental \$500
Griffing Park (8 hour rental) Security Deposit	\$1,200/rental \$500	\$1,200/rental \$500
<u>Water Playgrounds</u> (2 hour rental period)		

**CITY OF NORTH MIAMI PARKS AND RECREATION DEPARTMENT
PROPOSED 2014 RECREATION PROGRAMS AND RENTAL FEES**

ATHLETICS

**2014
ADDITIONAL FEES**

2015

Replacement Identification Cards
Annual Insurance Fee

R/NR \$10
R/NR \$20

R/NR \$10
R/NR \$20

OTHER PROGRAMS

Many programs are offered during the program year that are not identified on this schedule. Programs are priced according to the approved Recreation Revenue Policy.

TREE MATCH PROGRAM

The City offers a Tree Match Program whereby a resident may purchase a swale tree at 50% cost of the purchase price of the tree. The resident cost is **\$100.00** per tree. A resident who removes a "nuisance tree" as defined in City Code 20-16 (d) and contacts the City prior to removal of the tree will be provided a replacement swale tree when one becomes available.

<u>Replacement Canopy Type & Price</u>		<u>Min. Size at Planting</u>	<u>Canopy Credit (sq.ft)</u>
Shade Tree 1	\$300.00	12' OAH	500
Shade Tree 2	\$180.00	8' OAH	300
Palm Tree 1	\$180.00	10' OAH	300
Palm Tree 2	\$60.00	3' OAH	100
Small Tree	\$120.00	6' OAH	200

The price for (1) one 10'- 12' oak shade tree would be \$300.00 which is about \$.60 cents per sf. This price was used and applied to the canopy credit square foot price for each tree shown. The \$150.00 price that parks would be using on their fee schedule with the 50% match is actually for the large \$300.00 shade tree. The Parks Dept.'s fee schedule will be used for the tree mitigation assessment showing the full cost of the trees on the spreadsheet.